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AUTHOR Lawrence, Roy E.
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ABSTRACT

Idaho statutes require that all individuals who have direct responsibility for instruction, personnel services, or administration in elementary or secondary schools, and who receive their salaries from public funds, must be certified by the Idaho State Board of Education before being employed. In this revised version of the certification standards for school personnel in Idaho, the following areas are covered: (1) legal requirements; (2) revocation of certificates; (3) requirements for teacher certification; (4) elementary and secondary teaching certificates; (5) general endorsements for teaching certificates; (6) subject area endorsements for secondary teachers; (7) administrator's certificate; (8) pupil personnel services certificate; (9) the standard and advanced exceptional child certificate and administrative exceptional child endorsement; (10) limited certificates; (11) certificates no longer issued; (12) general information; and (13) vocational educators' certificates. (JD)

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STATE OF IDAHO

DEPARTMENT OF EDUCATION

CERTIFICATION STANDARDS

FOR

PROFESSIONAL SCHOOL PERSONNEL

Revised July 1, 1981

This manual supersedes all manuals and circulars on certification previously issued. Any of the provisions set forth herein are subject to change by law or action of the State Board of Education.

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Prepared by
ROY E. LAWRENCE
Consultant
Teacher Education and Certification

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MILES D. WILLIAMS
Director
Teacher Education and Certification

JERRY L. EVANS
State Superintendent
of Public Instruction

SP 018 947

IDAHO
TEACHER TRAINING INSTITUTIONS

For information on teacher training write to the following institutions:

University of Idaho — Moscow 83843

Idaho State University — Pocatello 83201

College of Idaho — Caldwell 83605

Northwest Nazarene College — Nampa 83651

Boise State University — Boise 83725

Lewis-Clark State College — Lewiston 83501

Federal law prohibits discrimination on the basis of race, color, religion, sex, national origin, age, or handicap in any educational programs or activities receiving federal financial assistance. (Titles VI and VII of the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973).

It is the policy of the Idaho State Department of Education not to discriminate in any educational programs or activities or in employment practices.

Inquiries regarding compliance with this nondiscriminatory policy may be directed to Jerry L. Evans, State Superintendent of Public Instruction, Len B. Jordan Building, Boise, Idaho, 83720, (208) 334-3301, or to the Director of the Office for Civil Rights, Department of Education, Washington, D.C.

FOREWORD

Certification authority reflects the belief that the educational interests of the youth of the State should be safeguarded by the establishment of requirements which will determine the qualifications of applicants to serve in the public schools.

Idaho statutes unequivocally require individuals who have direct responsibility for instruction, personnel services, or administration and who are compensated for their services from public funds to be certified by the Idaho State Board of Education before being employed. That individual must be certified in the capacity assigned by the local district. This includes every person who serves either as a substitute teacher or as a regular teacher on either full-time or part-time basis in the public schools in Idaho.

The Professional Standards Commission has been established by law to work with the Director of Teacher Education and Certification to make recommendations to the State Board of Education for certification standards which meet the needs of our times. It is the earnest desire of those working with certification that the standards in this manual will be used to ensure our children a better education.

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LEGAL REQUIREMENTS

Idaho Code, Section 33-1201. Certificate Required. — Every person who is employed to serve in any elementary or secondary school in the capacity of teacher, supervisor, administrator, education specialist, school nurse or school librarian shall be required to have and to hold a certificate issued under authority of the state board of education, valid for the service being rendered; except that the state board of education may authorize endorsement for use in Idaho, for not more than five years, certificates valid in other states when the qualifications therefor are not lower than those required for an Idaho certificate.

Idaho Code, Section 33-513. Professional Personnel. — . . . The Board of Trustees shall withhold the salary of any teacher who does not hold a teaching certificate valid in this state.

Idaho Code, Section 33-1202. Eligibility for certificates. — Each applicant for a certificate must:

- Have attained the age of eighteen (18) years;
- Have completed specific minimum requirements in college training as specified in uniform regulations of the state board of education;
- Be free from tuberculosis or other contagious disease; . . . (Section 33-1225 provides that every board of trustees shall require of all employees who come in direct contact with school students, an initial intradermal tuberculin skin test unless the employee can produce evidence of a skin test having been taken and read as negative within the preceding three-year period.)
- Be a citizen of the United States, or have declared an intention to become a citizen; but if full citizenship is not granted within seven (7) years after such declaration, any certificate issued to such a person shall be revoked automatically. The limitations herein shall not apply in any case of international exchange of teachers approved by the state board of education.

The state board of education may refuse to issue or authorize a certificate to any applicant for such reason as would have constituted grounds for revoking a certificate.

Idaho Code, Section 33-1203. *Accredited teacher training requirements. — Except in the limited fields of trade and industries, and specialists certificates of school librarians and school nurses, the state board shall not authorize the issuance of any standard certificate premised upon less than four (4) years of accredited* college training, including such

*An accredited institution is a college or university which includes teacher training in its curriculum and which is accredited by one of the regional accrediting associations or by the Idaho State Board of Education. Regional accrediting associations are: New England States Association of Colleges and Secondary Schools, North Central Association of Colleges and Secondary Schools, Northwest Association of Secondary and Higher Schools, Southern Association of Colleges and Secondary Schools, Western College Association, and Middle States Association of Colleges and Secondary Schools.

professional training as the state board may require; but in emergencies, which must be declared, the state board may authorize the issuance of provisional certificates based on not less than two years of college training.

Idaho Code, Section 33-1204. Validity, duration, renewal and lapse of certificates. — The state board of education shall by uniform regulation provide for the validity, duration, renewal and lapse of certificates . . .

- The validity of all certificates shall terminate when the holder thereof attains the age of seventy (70) years, except that the service thereunder may be continued until the close of the year in which said age is attained.
- No certificate shall lapse because of non-use while the holder thereof is serving in the armed forces of the United States in time of war, or has been called into service of the armed forces at any time. Upon filing a request therefor by the holder of such certificate, not later than one (1) year after the termination of such military service, the validity of such certificate shall be extended for a period equal to the time spent in such military service. The provisions of this paragraph shall not apply to any person who voluntarily enlists at the end of the period in which he was called into military service.

Idaho Code, Section 33-1207. Endorsement and registration of certificates. — The board of trustees of each school district shall cause the certificates of each holder thereof to be endorsed (a) prior to beginning service for the first time with the district, or (b) in the first year after a new or renewed certificate is issued, showing the date of service thereunder; and shall cause to be maintained a continuing record of certificates, by style and number, of each certificated employee of the district.

Idaho Code, Section 33-1208. Revocation of certificates — grounds. — The state board of education may revoke any certificate issued or authorized under Section 33-1201 upon any of the following grounds:

- Gross neglect of duty;
- Incompetency;
- Breach of the teaching contract;
- Making any material statement of fact in the application for a certificate, which the applicant knows to be false;
- Revocation, suspension, denial or surrender of a certificate in another state for any reason constituting grounds for revocation in this state;
- Conviction in this or any other state of a crime involving moral turpitude;

- Any disqualification which would have been sufficient grounds for refusing to issue or authorize a certificate, if the disqualification existed or had been known at the time for its issuance or authorization;
- Willful violation of any professional code or standards of ethics or conduct, adopted by the state board of education.

The state board may deny the issuance of a certificate for any reason that would be a ground for revocation or suspension.

A district superintendent shall report to the chief officer of teacher certification the name of any educator dismissed or otherwise severed from employment for the commission of an act or acts that would constitute grounds for revocation or suspension of a certificate.

REQUIREMENTS FOR TEACHER CERTIFICATION

ADMINISTRATIVE REGULATIONS

Upon authority granted by the Teacher Certification Act, the State Board of Education has adopted regulations which set forth procedures to be followed in the issuance and renewal of certificates and which govern the administration of the certification program in its entirety.

OBTAINING AN IDAHO CERTIFICATE

An applicant should:

1. **Read the regulations and requirements carefully to make certain the applicant is qualified for the certificate(s) desired.**
2. Submit an application on a form supplied by the State Department of Education. These forms may be secured free from district superintendents, the colleges or universities in Idaho, or from the Certification Division, State Department of Education, Len B. Jordan Office Building, Boise, Idaho 83720. **All data requested on the application form must be supplied.** INCOMPLETE APPLICATIONS WILL NOT BE GIVEN CONSIDERATION.
3. Must provide official transcripts of all college preparation. Transcripts submitted become a part of the permanent record and will not be returned.
4. For applicants with less than two years teaching experience a statement of completion of an approved program is required from the department head of the college of education of the preparing institution. Applicants with two or more years of teaching experience must present recommendations or validation of teaching experience from school district(s) in which they taught during the last two years of service as a teacher.
5. Applicants for an Administrator's, Counselor, School Psycholo-

gist, Communication Disorders, Audiologist, and Exceptional Child Certificate must present a statement of completion of an approved program from the department head of the preparing college or university.

6. All certificates with the exception of certain Vocational and limited certificates will be issued with the same expiration date and will be included on a single credential which is valid for five years. A $20.00 fee is required for this credential. THE FEE IS TO BE SENT IN WITH THE APPLICATION. (See page 39.)
7. Certificates are usually issued within 30 days after the completed application, fee, official transcripts, and recommendations are received by the certification office. If an applicant does not receive his/her certificate or a notification in 30 days he/she should contact the certification office.
8. Appeals on certification may be made to the Professional Standards Commission. The Professional Standards Commission will act as the hearing board under rules and regulations established by the Commission.

RENEWAL OF CERTIFICATES

All Idaho certificates, except Life Certificates, are subject to renewal requirements. Application for renewal of a certificate must be made on forms supplied by the State Department of Education and must be made between January 1, and September 30, of the year in which the certificate terminates. The fee for renewal of a certificate is the same amount as for a new certificate.

See page 35-38 for listing of certificates no longer issued, but which may be renewed if not allowed to lapse.

When a valid certificate has been allowed to expire, a person must apply for re-certification and meet the current requirements.

DUPLICATE CERTIFICATES

In the event a certificate is permanently lost or destroyed, a duplicate of the certificate may be issued upon written request. A fee of four dollars is required for a duplicate certificate.

RECENCY OF CREDIT

To qualify for a standard certificate, a teacher must, in addition to fulfilling all certification requirements, have completed at least six semester (nine quarter) credit hours of college work related to competency in his/her teaching field within the last five years. This applies to initial certification and re-certification. It does not apply to the renewal of a certificate.

NON-RESIDENT CREDITS

Not more than thirty-two semester (forty-eight quarter) credit hours of non-resident credit in the aggregate may be recognized for the first certificate and for subsequent renewals.

Resident credit is interpreted as being work taken on the home campus of an institution or at the location of an established residence center.

Since out-of-state institutions do not always indicate the exact place where extension courses are actually taught in Idaho, the degree-granting institution operating under the auspices of the Idaho State Board of Education and the State Department of Education may accept as resident credit only credit offered by those institutions maintaining resident extension centers approved by the Idaho State Board of Education.

JUNIOR COLLEGE CREDITS

The acceptance of credits from junior colleges are uniform for both certification and transfer purposes and no more than 64 semester (96 quarter) credit hours or one-half the total credit requirement of the specific curriculum is established as the uniform maximum limit effective September 1, 1950.

All standard certificates issued in Idaho are based upon the satisfactory completion of a baccalaureate degree, and all provisional certificates were issued based upon an approved degree program, therefore, the above policy is observed for original certification and renewal purposes.

INTERSTATE CERTIFICATION COMPACT

Idaho participates in the Interstate Agreement of Qualification of Education Personnel. Over one-half of the states are currently members of the Interstate Certification Compact. Member states are listed below.

Alabama
California
Connecticut
District of Columbia
Delaware
Florida
Hawaii
Indiana
Kentucky
Maine
Maryland
Massachusetts
Michigan
Nebraska
New Hampshire
New Jersey
New York
North Carolina
Ohio
Oklahoma
Pennsylvania
Rhode Island
South Dakota
Utah
Vermont
Virginia
Washington
West Virginia

Idaho's membership in this compact is of importance to teachers who have graduated from approved teacher education programs in the above states, and to teachers with three or more years of experience in compact states. The agreement applies equally to teachers entering Idaho from another compact member state and to teachers entering another compact member state from Idaho. The Compact applies to classroom teachers only. Trades and industries teachers are not covered by the agreement.

INTERSTATE CERTIFICATION COMPACT

"C" states have signed Interstate Certification Teacher Contracts with Idaho as of July 1, 1980.

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Graduates of Approved Teacher Education Programs

The applicant who applies for certification as a teacher must hold a baccalaureate or higher degree, and must have completed within five (5) years of application a teacher preparatory program approved at the time of completion in a state member to this compact. The approved program must satisfy that state's education requirements for the initial regular certificate comparable to the one for which the application is being made. Also, the program must be included on the "Interstate List of Approved Programs."

The teacher must meet all non-educational requirements as well as any requirements for graduate study required for the initial regular certificate in the state to which application is made.

Teachers with Three or More Years' Experience

Any teacher with a baccalaureate or higher degree who holds a valid initial regular or advanced certificate issued by a state party to this compact, shall be entitled to the initial regular certificate in any other member state if the teacher has served as a regular teacher at least twenty-seven (27) months (three school years) in one or more of the compact states during the past seven years. At least eighteen months (two school years) must have been served under the certificate listed above. Where the teacher took his preparatory work is immaterial.

The teacher must meet all non-educational requirements as well as any requirements for graduate study required for the initial regular certificate in the state to which application is made.

Teachers who do not meet Idaho certification standards, but who think they qualify for a teaching certificate under the "Interstate Certification Compact" should make this known when requesting Idaho certification.

ENDORSEMENT OF OUT-OF-STATE CERTIFICATES

A certificate issued by another state and currently valid may be endorsed for use in Idaho for the period of its validity not in excess of five years, providing the certificate to be endorsed has been issued for teaching the same field in which the holder will teach in Idaho.

NO ENDORSEMENT OF CERTIFICATE FROM ANOTHER STATE MAY BE GRANTED WHEN A PERSON IS ELIGIBLE TO RECEIVE AN IDAHO CERTIFICATE.

No emergency certificate from another state may be endorsed. An endorsement from only one state may be granted to any one teacher.

The following conditions must be met to qualify for endorsement:

1. Applicant must have attended an accredited* (see page 7) institution of higher education approved by the Idaho State Board of Education.
2. Sufficient credits must have been earned by applicants to satisfy the minimum requirements in total credits for issuing the Idaho certificate.
3. An endorsed certificate will be valid only for the grade levels and subject area approved for the certificate in the state from which it was issued.
4. A certificate will be endorsed for the period of time for which it is valid, but not to exceed five years, at which time a person must qualify for an Idaho certificate.
5. **A fee at the rate of four dollars per year for each year of endorsement will be required for the period of time for which the endorsement is granted.**

An endorsement requires the applicant to provide the following:

- The original certificate to be endorsed;
- Official transcripts of record of all college work completed;
- A completed application for an Idaho certificate;
- Payment of fee — SEND WITH THE APPLICATION;
- Recommendation: See item 4, page 9.

ELEMENTARY AND SECONDARY TEACHING CERTIFICATES

Certificates for elementary teachers are valid in grades one through eight in an elementary school and in grades seven through nine when these grades are included in a secondary school unit, provided the holder of such a certificate meets the minimum requirements of credit in a subject area as established for a secondary certificate when teaching that subject in grade nine.

An elementary school certificate may be endorsed for teaching music, art, physical education, reading and foreign language in the secondary school when the teacher has completed three semester credits in secondary school methods or methods in the area of the endorsement or has three semester hours earned through directed teaching of the subject at the secondary level, and meets the academic qualifications for the subject area.

An elementary certificate may be endorsed for teaching kindergarten provided the holder has had student teaching in grades K, 1, 2, or 3, OR has

had at least one year of teaching experience in grades K, 1, 2, or 3 within the preceding five years and has the recommendation for this endorsement from a superintendent or principal verifying competency for kindergarten teaching.

Secondary school certificates are valid for teaching in the endorsed subject area in grades seven through twelve. A secondary certificate which is endorsed for teaching music, art, physical education, reading and foreign language in the secondary school may be endorsed also to permit teaching in that same area in the elementary school when the teacher has completed three semester credits in elementary school methods in the area of the endorsement or has three semester credit hours earned through directed teaching of the subject at the elementary school level.

To qualify for a standard certificate, a teacher must, in addition to fulfilling all certificate requirements, have completed at least six semester (nine quarter) credit hours of college work related to competency in the applicant's teaching field within the last five years. The applicant must also provide recommendations as defined on page 9, #4.

STANDARD ELEMENTARY

A Standard Elementary Certificate may be issued by the State Board of Education to any person of good moral character who has a Bachelor's Degree from an accredited college or university and meets the following specific requirements:

1. A minimum of twenty-four semester (thirty-six quarter) credit hours in the philosophical, psychological and methodological foundations and in the professionalized subject matter of elementary education which must include not less than six semester (nine quarter) credit hours of elementary student teaching and six semester credit hours in developmental reading and its application to the content areas. (Must have some credit in each area.) Three years satisfactory and successful experience as a teacher in the elementary school may be substituted for the student teaching requirement. (College credit is not allowed for experience and driver education is not applicable to professional education credit.)
2. A minimum of forty-two semester (sixty-three quarter) credit hours in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, the physical sciences and/or the biological sciences and language skills.

These forty-two semester (sixty-three quarter) credit hours will include:

- Twelve semester (eighteen quarter) credit hours of English, including composition and literature;

- Twelve semester (eighteen quarter) credit hours of social science, including U.S. history and/or American government. (Psychology will not satisfy this requirement.);
- Eight semester (twelve quarter) credit hours in two or more areas of natural science. (Psychology will not satisfy this requirement.);
- Three semester (four quarter) credit hours of fine arts (music or art);
- Six semester (nine quarter) credit hours in fundamental arithmetic;

This certificate is valid for five (5) years and is renewable.

ADVANCED ELEMENTARY

An Advanced Elementary Certificate may be issued by the State Board of Education to any person of good moral character who meets the requirements for the Standard Elementary Certificate and, in addition, has a Master's Degree from an accredited college or university with a major in the field of elementary education or has completed an approved Fifth Year Program of study from an accredited college or university with a major in the field of elementary education.

This certificate is valid for five (5) years and is renewable.

STANDARD K-3

A Standard K-3 Elementary Certificate may be issued by the State Board of Education to any person of good moral character who has a Bachelor's Degree from an accredited college or university and meets the following specific requirements:

1. A minimum of twenty-four semester (thirty-six quarter) credit hours in the philosophical, psychological and methodological foundations and in the professionalized subject matter of K-primary education which must include not less than six semester (nine quarter) credit hours of K-primary student teaching and six semester credit hours in developmental reading and its application in the content areas. (Must have some credit in each area.) Three years satisfactory and successful experience as a teacher in the K-primary grades may be substituted for the student teaching requirement. (College credit will not be allowed for this experience and professional education courses relating to the K-primary area must be taken in substitution thereof.) (Driver education is not applicable to professional education.)
2. A minimum of forty-two semester (sixty-three quarter) credit hours in general education selected from the following areas: the humanities, the social sciences, the fine arts, mathematics, the

physical sciences and language skills. (Wherever possible these courses should relate to the K-primary education program.)

These forty-two semester (sixty-three quarter) credit hours will include:

- Twelve semester (eighteen quarter) credit hours of English, including composition and literature;
- Twelve semester (eighteen quarter) credit hours of social science, including U.S. history and/or American government. (Psychology will not satisfy this requirement.);
- Eight semester (twelve quarter) credit hours in two or more areas of natural science. (Psychology will not satisfy this requirement.);
- Three semester (four quarter) credit hours of fine arts (music or art);
- Six semester (nine quarter) credit hours in fundamental arithmetic.

(The elective courses should, when possible, relate to home and family life, nutrition of young children; literature and story telling, music, arts and crafts; child psychology, mental hygiene; language development; speech problems, and audio-visual teaching.)

This certificate is valid for five (5) years and is renewable.

ADVANCED K-3

An Advanced K-3 Certificate may be issued by the State Board of Education to any person of good moral character who meets the requirements for the Standard K-3 Elementary Certificate and, in addition, has a Master's Degree from an accredited college or university with a major in K-primary elementary education or has completed an approved Fifth Year Program of study from an accredited college or university with a major in K-primary elementary education.

This certificate is valid for five (5) years and is renewable.

STANDARD SECONDARY

A Standard Secondary Certificate may be issued by the State Board of Education to any person of good moral character who has a Bachelor's Degree from an accredited college or university and meets the following specific requirements:

1. A minimum of twenty semester (thirty quarter) credit hours in the philosophical, psychological and methodological foundations and in the professionalized subject matter of secondary education which must include not less than six semester (nine quarter) credit hours of secondary student teaching and three semester credit hours of reading in the content area. (Must have some

credit in each area.) Three years satisfactory and successful experience as a teacher in the secondary school may be substituted for the student teaching requirement. (College credit is not allowed for experience and driver education is not applicable to professional education credit.)

2. Preparation in at least two fields of secondary teaching – a major subject of at least thirty semester (forty-five quarter) credit hours and a minor subject of at least twenty semester (thirty quarter) credit hours. Preparation of not less than forty-five semester (sixty-seven quarter) credit hours in a single area may be used in lieu of a major and minor field.

This certificate is valid for five (5) years and is renewable.

ADVANCED SECONDARY

An Advanced Secondary Certificate may be issued by the State Board of Education to any person of good moral character who meets the requirements for the Standard Secondary Certificate and, in addition, has:

A Master's Degree or completed an approved Fifth Year Program of study from an accredited college or university, the program for which must include at least:

- Eight semester (twelve quarter) credit hours in professional education;
- Eight semester (twelve quarter) credit hours in a teaching field or area of educational service.

This certificate is valid for five (5) years and is renewable.

GENERAL ENDORSEMENTS FOR TEACHING CERTIFICATES

Either a Standard or Advanced Elementary Certificate or a Standard or Advanced Secondary Certificate may receive the Education Media Generalist endorsement, or the Driver Education Endorsement by fulfilling the requirements below.

EDUCATION MEDIA GENERALIST

Not less than twenty-four semester credit hours in the general field of educational media (or library science), at least twelve hours of which must be in the areas of selection, organization, and administration of educational materials.

Up to six semester credit hours in professional education, communications, or graphic arts, beyond any such hours which may be required for

qualification for the Standard Certificate, may be substituted for an equal number of hours in the field of education media for the purpose of meeting the requirements for this endorsement.

DRIVER EDUCATION

An Idaho Driver Education teacher shall:

1. Have four semester credit hours which shall consist of not less than two semester credit hours in basic driver education for teachers and followed by not less than two semester hours in courses such as the following:
   - Advanced driver education, general safety education, traffic engineering, driving simulator education, and highway transportation.
2. Have three years of satisfactory driving experience immediately preceding the time of teaching, as evidenced by the State Department of Law Enforcement, Traffic Safety Division.

SUBJECT AREA ENDORSEMENTS FOR SECONDARY TEACHERS

Secondary certificates are endorsed for subject areas appropriate to Idaho secondary schools. All endorsements require thirty semester credits for a teaching field major and twenty semester credits for a teaching field minor, or forty-five semester credits for a single teaching field.

Some teaching endorsements require specific preparation within the total credits required. These requirements are listed in the following section.

An official statement of competency in a teaching area or field may be accepted in lieu of courses for a teaching major or minor. Such statement must originate in the department or division of the accredited college or university in which the competency is established and be approved by the director of teacher education of the recommending college or university.

AGRICULTURE

Credits in agriculture to include work in soils, animal husbandry and farm mechanics.

AMERICAN GOVERNMENT

Not less than six semester credit hours in American government, six semester credit hours in American history and three semester credit hours of comparative government. The remaining work is to be in history and political science.

ARTS AND CRAFTS

Credits to include work in four of the following areas: woodworking, drafting, ceramics, leather work, plastic, the graphic arts and art metal.

BUSINESS EDUCATION — ACCOUNTING

Credits in business subjects, including at least one course in intermediate or advanced typewriting and not less than six semester credit hours of accounting with additional work in business law and business administration.

BUSINESS EDUCATION — OFFICE OCCUPATION

Credits to include work in each of the following fields: typewriting, shorthand, accounting, office machines and office procedures. Additional work may be selected from business courses.

BUSINESS EDUCATION — BASIC BUSINESS

Credits in business administration, business law and economics. Additional credits may be selected from business courses.

CONSUMER ECONOMICS

Have an endorsement in Social Studies, Home Economics or Business Education and have not less than six (6) semester (9-quarter) credits in economics. One course shall be designed for the average consumer.

DISTRIBUTIVE EDUCATION

Credits to include work in each of the following fields: marketing/management, retail merchandising and salesmanship. Additional work may be selected from other business courses.

ENGLISH

Not less than six semester credit hours in composition and not less than six semester credit hours in American and English literature. The remainder may be distributed in the related fields of speech, drama and journalism.

FOREIGN LANGUAGES

Credits must be in the language in which an endorsement is sought.

HEALTH EDUCATION

Credits distributed to include course work in health instructional areas, science applicable to health education, organization and administration of health education and methodology.

HISTORY

Not less than nine semester credit hours in American history and not less than three semester credit hours in American government. The remaining work is to be in history and political science.

HOME ECONOMICS

Credits to include work in each of the following: Human development: family studies: clothing and textiles: housing, furnishings and equipment: foods and nutrition: consumer education and management of personal and family resources.

INDUSTRIAL ARTS

Credits to include not less than fifteen semester credit hours distributed over and including each of the areas of metal work, woodwork, electricity and drafting. The remainder may be in allied areas.

JOURNALISM

Not less than fifteen semester credit hours in journalism and the remainder, if any, to be chosen from English.

MATHEMATICS

Credits to include work in algebra, geometry and trigonometry.

MUSIC

Credits to include work in theory and harmony, applied music (voice, piano, organ, band and orchestra instruments), history and appreciation, conducting and music methods and materials.

PHYSICAL EDUCATION

Credits distributed to include course work in movement skills, science applicable to physical education, organization and administration of physical education, health education, physical education methodology and evaluation.

BIOLOGICAL SCIENCE

Credits distributed in the areas of botany and zoology, including at least six semester credit hours in each. Some work in physiology is recommended.

PHYSICAL SCIENCE

At least eight semester credit hours in chemistry and eight semester credit hours in physics.

GENERAL SCIENCE

Credits to include work in each of the following fields: physical, biological and earth science.

SOCIAL STUDIES

Not less than six semester credit hours in American history and not less than three semester credit hours in American government. In addition, work in two of the following fields to be represented: world history, geography, sociology, economics and anthropology.

SPEECH-DRAMA

Credits spread over both fields with not less than six semester credit hours in each. For separate endorsements in speech or drama, not less than fifteen semester credit hours in the field to be endorsed.

ADMINISTRATOR'S CERTIFICATE

Elementary, Secondary, Superintendent

Every person who serves as a superintendent, a secondary school principal of an elementary school with four or more teachers, including the principal, or is assigned administrative duties over and above those commonly assigned to teachers, is required to hold an Administrator's Certificate. The certificate may be endorsed for service as an Elementary School Principal, Secondary School Principal, Superintendent, and/or Director of Special Education.

Possession of an Administrator's Certificate, endorsed for a superintendent, does not entitle the holder to serve as a principal or teacher at a grade level for which he has not qualified for a Standard Certificate. The individual in a position immediately prior to September 1, 1962, for which the Idaho Administrator's Certificate endorsed for the superintendent was a satisfactory credential, is authorized to continue service in the same position.

This certificate is valid for five (5) years and is renewable.

ENDORSEMENT FOR SUPERINTENDENT

To be eligible for an Administrator's Certificate endorsed for superintendent, a candidate must have satisfied the following requirements:

1. **Hold a Standard or Advanced Idaho teaching certificate.**
2. Hold a Master's Degree and provide the verification of completion of graduate work for the Education Specialist or similar Sixth Year Program at a college or university approved by the State Board of Education or accredited by NCATE. Programs must include course work in the administrative processes, professional education and cognate areas with emphasis in the behavioral sciences, and may include an administrative internship.

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3. Have two years' experience in grades K-12 as a teacher plus one year as a school administrator (or administrative intern), or four years as a teacher in grades K-12.

ENDORSEMENT FOR ELEMENTARY SCHOOL PRINCIPAL

To be eligible for an Administrator's Certificate endorsed for elementary principal, a candidate must have satisfied the following requirements:

1. Hold the Idaho Standard or Advanced Elementary Certificate.
2. Hold a Master's Degree and provide verification of completion of an approved program of graduate study with emphasis in Elementary School Administration from a college or university approved by the State Board of Education or accredited by NCATE for the preparation of Elementary School Principals. It is strongly recommended that an internship in school administration be a part of the approved program.
3. Have a minimum of three years' teaching experience at the elementary school level.

ENDORSEMENT FOR SECONDARY SCHOOL PRINCIPAL

To be eligible for an Administrator's Certificate endorsed for secondary school principal, a candidate must have satisfied the following requirements:

1. Hold the Idaho Standard or Advanced Secondary Certificate.
2. Hold a Master's Degree and provide verification of completion of an approved program of graduate study with emphasis in Secondary School Administration from a college or university approved by the State Board of Education or accredited by NCATE for the preparation of secondary school administrators. It is strongly recommended that an internship in school administration be a part of the approved program.
3. Have had a minimum of three years teaching experience at the secondary level.

PUPIL PERSONNEL SERVICES CERTIFICATE STANDARD AND ADVANCED COUNSELOR ENDORSEMENT

Persons now holding a Pupil Personnel Services Certificate endorsed for Counselor will be eligible for a Standard Counselor Endorsement at the time of expiration of the Counselor Endorsement. Application for the Standard Endorsement must be made before September 1 of the year of expiration.

Persons holding an Interim Counselor Authorization may renew under prior requirements and, upon completion of the 18 semester credit hours of guidance courses previously required for the Counselor Endorsement, would become eligible for the Standard Counselor Endorsement.

STANDARD COUNSELOR ENDORSEMENT

The Standard Counselor Endorsement may be issued by the Idaho State Board of Education to any person who has met the following requirements:

1. Holds a masters degree and provides verification of completion of an approved program of graduate study in school guidance and counseling from a college or university approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed. The program must include successful completion of a supervised practicum in counseling in a K-12 school setting;

AND

2. Have had two (2) years of successful teaching experience in K-12 evidenced by a recommendation from an employing agency;

OR

Twenty-four (24) cumulative months of gainful employment plus one (1) year of supervised school counseling internship experience in K-12 under the direct supervision of a fully certificated school counselor and a professor of an approved program of counselor education, plus recommendation from the supervisors;

OR

Two (2) years of successful counseling experience in a K-12 professional setting verified by the employing agency.

The Standard Counselor Certificate is valid for five (5) years and is renewable.

ADVANCED COUNSELOR ENDORSEMENT

The Advanced Counselor Endorsement may be issued by the State Board of Education to any person who has met the following requirements:

1. Holds a valid Standard Counselor Endorsement (to a Pupil Personnel Certificate);

AND

2. Has completed an approved Specialist or Doctoral degree program in guidance and counseling approved by the Idaho State Board of Education or the state educational agency of the state in which the

program was completed. The program must include successful completion of a supervised advanced practicum in counseling in a K-12 school setting;

AND

3. Has completed a minimum of three (3) years of satisfactory counseling experience in Idaho, verified by the employing district or educational agency.

The Advanced Counselor Certificate is valid for five (5) years and is renewable.

ENDORSEMENT FOR PSYCHOLOGICAL EXAMINER

An Idaho Pupil Personnel Services Certificate endorsed for Psychological Examiner valid at the time these requirements became effective may be renewed if not allowed to lapse.

The Psychological Examiner Endorsement may be issued by the State Board of Education to any person who has met the following requirements:

1. Holds a Master's Degree in education or psychology;
2. Completed a State Board of Education approved Psychological Examiner training program. The program should include course work and experience in remedial curriculum program, education and psychological foundations, assessment, intervention, counseling techniques, consultation, research and evaluation and laboratory experience;
3. Completed a 200 clock-hour internship within a school setting under the supervision of the training institution and direct supervision of a certified school psychologist.

This certificate is an initial certificate, is valid for five (5) years and is not renewable. It is valid only when used under the direct supervision of a certified school psychologist.

ENDORSEMENT FOR SCHOOL PSYCHOLOGIST

The School Psychologist Endorsement may be issued by the State Board of Education to any person who has met the following requirements:

1. Completed a minimum of 60 graduate semester credits which must be accomplished by one of the following means:
   a. Completion of an approved 30 semester credits minimum Master's Degree program in education or psychology *and* completion of an approved 30 semester credit minimum School Psychology Specialist Degree program;

OR

b. Completion of an approved 60 semester credits (minimum) Master's Degree program in School Psychology;

OR

c. Completion of an approved 60 semesters (minimum) School Psychology Specialist Degree program which did not require a Master's Degree as a prerequisite;

2. Laboratory experience in a classroom which may include professional teaching experience, student teaching or special education practicum;
3. Complete a minimum 300 clock-hour internship within a school district under the supervision of the training institution and direct supervision of a certified school psychologist.

This certificate is valid for five (5) years and is renewable.

STANDARD COMMUNICATION DISORDERS SPECIALIST ENDORSEMENT

Persons now holding a Pupil Personnel Certificate endorsed as a Speech and Hearing Therapist (Clinician) will be eligible for a Standard Communication Disorders Specialist Certificate. Application for the Standard Certificate must be made by September 1 of the year of expiration.

Persons holding an Interim Speech and Hearing Therapist Endorsement may be issued a Pupil Personnel Certificate endorsed as a Standard Communication Disorders Specialist upon completion of the prior Idaho certification requirements for Speech and Hearing Therapist (Clinician).

STANDARD COMMUNICATION DISORDERS SPECIALIST ENDORSEMENT

The Standard Communication Disorders Specialist Endorsement may be issued by the Idaho State Board of Education to any person who has met all of the following requirements:

1. Completed in an Idaho college or university a program in Speech Pathology and Audiology currently approved by the Idaho State Board of Education; OR completed in an out-of-state college or university a program in Speech Pathology and Audiology currently approved by the state educational agency of the state in which the program was completed;
2. Master's Degree;
3. Completed a minimum of 60 semester credit hours to include the following areas:
   - 12 semester hours in courses that provide an integrated program

concerned with the normal development and use of speech, hearing, and language;

- 42 semester hours in courses that provide information concerned with training in the management of speech, hearing, and language disorders;
- Of these 42 hours, no fewer than 6 may be in audiology;
- No more than 6 of these 42 hours may be in courses that provide academic credit for clinical practice;
- Of these 42, at least 24, not including credit for thesis or dissertation, must be in the courses or practicum in speech pathology;
- Furthermore, 30 of these 42 hours must be in courses acceptable toward a graduate degree by the college or university in which these courses are taken;
- Credit for study of information pertaining to related fields that augment the work of the Communication Disorders Specialist may apply toward the total of 60 semester hours. A minimum of 6 semester hours of education appropriate to the field shall be included;
- Completed a minimum of 300 clock hours of supervised clinical experience with individuals who present a variety of communication disorders, and this experience must have been obtained within the training institution or in one of its cooperating programs;
- A minimum of 50 clock hours must have been completed in a public school setting.

This certificate is valid for five (5) years and is renewable.

STANDARD AUDIOLOGY ENDORSEMENT

Persons now holding a Pupil Personnel Certificate endorsed as a Speech and Hearing Therapist (Clinician) whose major emphasis was audiology will be eligible for a Standard Audiology Endorsement. Application for the Standard Endorsement must be made by September 1, of the year of expiration.

Persons holding an Interim Speech and Hearing Therapist Endorsement whose major emphasis was audiology may be issued a Pupil Personnel Certificate with a Standard Audiology Endorsement upon completion of the prior Idaho certification requirements for Speech and Hearing Therapist (Clinician).

The Standard Audiology Endorsement may be issued by the Idaho State Board of Education to any person who has met all of the following requirements:

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1. Completed in an Idaho college or university a program of Audiology currently approved by the Idaho State Board of Education; OR completed in an out-of-state college or university a program of Audiology currently approved by the state educational agency of the state in which the program was completed;
2. Master's Degree;
3. Completed a minimum of 60 semester credit hours to include the following areas:
   - 12 semester hours in courses that provide an integrated program concerned with the normal development and use of speech, hearing, and language;
   - 42 semester hours in courses that provide an integrated program concerned with audiology;
   - Of these 42 hours no more than six may be in speech pathology;
   - Of these 42 hours no more than six may be in courses that provide credit for clinical practice;
   - Of these 42 hours at least 24 hours, not including credit for thesis or dissertation, must be in courses or practicum in audiology;
   - Furthermore, 30 of these 42 hours must be in courses acceptable toward a graduate degree by the college or university in which the courses are taken;
   - Credit for study of information pertaining to related fields that augment the work of the clinical practitioner of audiology may apply toward the total of 60 semester hours. A minimum of 6 semester hours of education appropriate to the field shall be included;
   - Complete a minimum of 300 clock hours of supervised, directed clinical experience. The experience is to be obtained within the training institution or in one of its cooperating programs.

This certificate is valid for five (5) years and is renewable.

ENDORSEMENT FOR SCHOOL SOCIAL WORKER

This endorsement may be granted to:

1. Applicants who meet the following requirements:
   a. General Education: Master's Degree in social work from an institution approved by the State Board of Education, or
   b. Those who have a Master's Degree in guidance and counseling, sociology, or psychology plus one (1) year (30 semester hours) of graduate work in social work education, which could include course work in all of the following areas:

- Understanding the Individual;
- Casework Method;
- Field Placement;
- Social Welfare Programs and Community Resources;
- Research Methods.

2. This certificate is valid for five (5) years and is renewable.

INTERIM SCHOOL NURSE ENDORSEMENT

An Interim School Nurse Certificate may be granted to those applicants who do not meet the requirements for a Standard School Nurse Certificate but hold a valid registered nursing license issued by the Idaho State Board of Nursing to practice in Idaho.

This certificate is valid for five (5) years and is not renewable.

ENDORSEMENT FOR SCHOOL NURSE

This endorsement may be granted to applicants who meet the following requirements:

1. General Education: A Bachelor's Degree in nursing from an accredited institution which is approved by the State Board of Education.

   OR

   Work completed in accredited institutions approved by the State Department of Education in the following areas:

   a. Principles and practices of community health nursing to include organization, administration and legal aspects of school health program;

   b. Conservation of student health (including vision, hearing, physical assessment and behavior patterns);

   c. Growth and development: health problems, special education (psychology or education of exceptional children);

   d. Health education (methods of teaching health to school-age children), or group dynamics, or group instruction, or general methods of either elementary or secondary instruction, or curriculum development with emphasis on health education;

   e. Counseling or guidance;

   f. Audio-visual aids.

2. Experience: Clinical experience in either a school or public health setting as part of the Baccalaureate Degree in nursing;

   OR

Two years of successful full-time school nursing experience;

OR

Two years of successful nursing experience in a full-time public health department, which shall include experience in a school setting with school-age children;

OR

One year of successful, full-time school nursing experience, and one year of full-time public health nursing experience.

3. The applicant must also possess a valid registered nursing license issued by the Idaho State Board of Nursing to practice in Idaho.

This certificate is valid for five (5) years and is renewable.

THE STANDARD AND ADVANCED EXCEPTIONAL CHILD CERTIFICATE AND ADMINISTRATIVE EXCEPTIONAL CHILD ENDORSEMENT

Persons now holding an Exceptional Child Certificate will be eligible for a Standard Exceptional Child Certificate at the time of expiration of the Exceptional Child Certificate. Application for the Standard Exceptional Certificate must be made by September 1, of the year of expiration.

Persons holding Interim Exceptional Child Certificates may renew under prior requirements and upon completion of the 30 semester credits approved program would become eligible for the Standard Exceptional Child Certificate.

Persons who have worked at least one year as a consulting teacher, director of special education, or supervisor-coordinator in Idaho public schools or in a setting approved by the State Department of Education, and who hold the degree now required for those positions, may be given a temporary certificate valid for five years which is non-renewable.

STANDARD EXCEPTIONAL CHILD CERTIFICATE

Generalist (Educationally Handicapped) Endorsement:

This endorsement enables a special education teacher to work with exceptional children who exhibit mild or moderate educational handicaps such as the mentally retarded, learning disabled, and emotionally disturbed.

The Standard Exceptional Child Certificate endorsed as a Generalist (Educationally Handicappcd) may be issued by the Idaho State Board of Education to any person who has met the following requirements:

1 Completed in an Idaho college or university a program in Elementary, Secondary, or Special Education currently approved by the

Idaho State Board of Education; OR completed in an out-of-state college or university a program in Elementary, Secondary, or Special Education currently approved by the state educational agency of the state in which the program was completed;

AND

2. Completed a minimum of thirty (30) semester credits in special education or closely related areas as part of an approved special education program which would develop and demonstrate skills and competencies in the following areas;
   a. Knowledge and understanding of developmental process and education of the normal and the exceptional child to include areas of language, social/emotional, mental and physical development;
   b. Observation and recording of learning behaviors of the normal and exceptional child;
   c. Formal and informal evaluation of student performance as related to stated learner objectives and sequenced instruction;
   d. Application of diagnostic and evaluation information for the individualization of instruction for the exceptional child;
   e. Instructional experience in a special education setting;
   f. Individual and group classroom management;
   g. Knowledge of the roles of other school personnel serving exceptional children and experience in coordinating with them;
   h. Knowledge of state and community ancillary services for exceptional children;
   i. Ability to work with parents of exceptional children.

Specialized Endorsement (one or more of the following):

Hearing Impaired

Visually Impaired

Physically Handicapped

Multiple Handicapped

Severe Retardation

Seriously Emotionally Disturbed/Severe Behavior Disorders

These endorsements to the Standard Exceptional Child Certificate enable a special education teacher to work with exceptional children who exhibit more severe learning problems.

The Standard Exceptional Child Certificate with endorsement in any of the above areas may be issued by the Idaho State Board of Education to any person who has met the following requirements:

1. Completed a Baccaluareate Degree from an approved accredited college or university;
2. Completed a program of a minimum of thirty semester credits in the area of endorsement approved by the Idaho State Board of Education or the state educational agency of the state in which the program was completed.

The Standard Exceptional Child Certificate is valid for five (5) years and is renewable.

ADVANCED EXCEPTIONAL CHILD CERTIFICATE

Generalist (Educationally Handicapped) Endorsement:

The Advanced Exceptional Child Certificate endorsed Generalist (Educationally Handicapped) may be issued by the State Board of Education to any person who has met the following requirements:

1. Qualifies for or holds a valid Standard Exceptional Child Certificate;
2. Completed in an Idaho college or university a Planned Fifth Year or Master's Degree program approved by the Idaho State Board of Education; OR completed in an out-of-state college or university a Planned Fifth Year or Master's Degree program approved by the state educational agency of the state in which the program was completed;

Specialized Endorsement (one or more of the following):

Hearing Impaired

Visually Impaired

Physically Handicapped

Multiple Handicapped

Severe Retardation

Seriously Emotionally Disturbed/Severe Behavior Disorders

The Advanced Exceptional Child Certificate with endorsement in any of the above areas may be issued by the State Board of Education to any person who has met the following requirements:

1. Qualifies for or holds a valid Standard Exceptional Child Certificate;
2. Completed a Planned Fifth Year or Master's Degree program from an accredited college or university;

Consulting Teacher Endorsement:

The Advanced Exceptional Child Certificate endorsed as a Consulting Teacher may be issued by the Idaho State Board of Education to any person who has met all of the following requirements:

1. Qualified for or holds a valid Standard Exceptional Child Certificate;
2. Qualified for or holds a valid Standard Elementary or Secondary teaching certificate;
3. Completed in an accredited college or university an approved Fifth Year or Master's Degree program and has demonstrated competencies in the area of:
   - Assessment of learning behaviors;
   - Individualization of instructional programs based on educational diagnosis;
   - Behavioral and/or classroom management techniques;
   - Program implementation and supervision;
   - Knowledge in use of current methods, materials and resources available and management and operation of media centers;
   - Ability in identifying and utilizing community or agency resources and support services;
   - Counseling skills and guidance of professional staff;
4. A minimum of three years teaching experiences of which at least two years must be in a special education classroom setting.

The Advanced Exceptional Child certificate is valid for five (5) years and is renewable.

ADMINISTRATIVE EXCEPTIONAL CHILD ENDORSEMENTS

The Administrative Exceptional Child Endorsements enable the holder to work as a director of a special education program or as a supervisor/coordinator in a special education program, as endorsement indicates. These endorsements are placed on the Advanced Exceptional Child, Pupil Personnel Services, or Administrator's Certificates as appropriate.

Supervisor/Coordinator of Special Education Endorsement:

The Supervisor/Coordinator of Special Education endorsement may be issued by the State Board of Education to any person who has met the following requirements:

1. Completed an approved Master's Degree program.
2. Holds an Advanced Exceptional Child Certificate; or a Pupil Personnel Services Certificate endorsed for School Psychologist or Communication Disorders Specialist; or, a School Social Worker.

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3. Completed a minimum of three years of experience in a special education setting in a public school system, or in a setting approved by the State Department of Education.
4. Demonstrated competencies as determined by an accredited college or university in special education administration, supervision of instruction and counseling parents of exceptional chiidren.

Director of Special Education Endorsement:

The Director of Special Education endorsement may be issued by the State Board of Education to any person who has met the following requirements:

1. Completed an approved Master's Degree program;

AND

2. Holds one of the following certificates with indicated competencies:

   a. Advanced Exceptional Child Certificate; or Pupil Personnel Services Certificate endorsed for School Psychologist or Communication Disorders Specialist, and has demonstrated competencies in the following areas as determined by an accredited college or university: organization and administration of special services, including competencies in school finance and school law as related to special education, supervision of instruction, practicum experience in special education administration and counseling parents of exceptional children;

   OR

   b. Administrator's Certificate and has demonstrated competencies in the following areas as determined by an accredited college or university: foundations in special education, curriculum and methods in special education, diagnosis and remediation in special education, organization and administration of special services including competencies in school finance and school law as it relates to special education, supervision of instruction, practicum experience in special education administration and counseling parents of exceptional children.

3. Completed a minimum of three years of successful experience in area of above certification in a public school setting.

LIMITED CERTIFICATES

The Limited Certificate is issued for the services and fields outlined in this section and is issued to persons of good moral character who satisfy the legal requirements and have the additional training indicated for each

service and area. Certificates, except as otherwise noted, are valid for five years and are renewable.

APPLIED MUSIC

This certificate is issued for private music instruction to pupils for school credits. Certificates must indicate whether the holder is qualified to teach voice, piano or other musical instruments. Applicants may be certified by fulfilling requirements listed under I or II.

I. Graduation from an accredited college, university or music conservatory with not less than a Bachelor's Degree with a major in applied music in voice or in the instrument which the applicant desires to teach.

II. Applicants who have no degree, or who hold a degree with a major other than applied music, may be certified by meeting the following requirements for equivalency:

1. A high school education;
2. Two years of academic and music curriculum as required for applied music majors at an accredited college or accredited music conservatory;
3. Three years of study at the college or conservatory level in voice or the instrument the applicant expects to teach, as specified by the National Association of Schools of Music; and
4. At least twelve points of credit according to the following scale:
   a. Public solo or recital in voice or on the instrument he teaches ..... 4 points (max.)
   b. College courses in related subjects in addition to 2 and 3 above, each two semester credits ..... ½ point
   c. Published compositions ..... 2 points (max.)
   d. Published articles in the field of music ..... 2 points (max.)
   e. Years of teaching experience from
      three to five years ..... 2 points
      over five years ..... 4 points

Applicants who possess no formal transcripts of college courses to satisfy 2, 3, and 4b may request an examination, in any subject desired. Such examination will be prepared and given by an instructor of the requested subject. Such instructor must be a faculty member of an Idaho college or university accredited by the State Board of Education.

BIBLE INSTRUCTION

This certificate is issued to teachers who will instruct in Bible literature and Bible history. Requirements:

Graduation with a major in Religious Education with not less than a Bachelor's Degree from a college or university, or graduation with not less than the equivalent in training from a religious education seminary.

CONSULTANT SPECIALIST CERTIFICATE

A Consultant Specialist Certificate may be issued to highly and uniquely qualified persons to be employed by a school district on a part-time basis.

The certificate must be requested by the local school district. It is valid for one year and limited for use to the district which initiates the request.

VOCATIONAL EDUCATOR CERTIFICATE

Limited certificates are issued for teaching in vocational programs in agriculture, business, home economics, trade and industrial occupations and technical education. See pages 43-53 for requirements.

CERTIFICATES NO LONGER ISSUED

Teacher certificates of classes and types issued prior to 1948, when the present certification program became effective, and two certificates issued after that date may be currently valid. The validity of these certificates is protected by law (Idaho Code, Section 33-1206) and persons holding such certificates are qualified for positions for which the certificates are valid. These certificates are renewable upon the same terms and conditions as existed at the time the certificates were issued. However, a certificate which has lapsed for any cause cannot be reinstated. The several types of these certificates with a brief explanation of each follow:

INTERIM EXCEPTIONAL CHILD CERTIFICATE

The Interim Exceptional Child Certificate was discontinued September 1, 1979. This certificate was based on minimum preparation in special education and issued on the recommendation from the training institution indicating successful progress in a planned program leading to full certification in special education. It was valid for three years and renewable once upon completion of six semester credits directly related to the area of full endoresement.

STATE ELEMENTARY CERTIFICATE

This certificate authorizes the holder to teach grades one to eight, inclusive, and to serve as the principal of an elementary school or as the superintendent of a school district or county. The certificate does not entitle the holder to teach in grades above eight or to serve as a principal of

a junior high school which includes grade nine. Application for renewal must be made between January 1 and September 30 of the year when validity terminates.

PRE-PROFESSIONAL CERTIFICATE

The certification program which became effective in January, 1948, provided for the Pre-Professional Certificate based on a schedule of training which increased annually from 64 semester credit hours to 117 semester credit hours in 1954. Issuance of this certificate was discontinued August 31, 1955.

This certificate is valid only for teaching in grades one through eight. It does not entitle the holder to serve as a principal or as a superintendent. The certificate is valid for a term of five years and is renewable between January 1 and September 30 of the year when validity terminates.

STATE HIGH SCHOOL CERTIFICATE

This certificate was issued to teachers of the high school grades (9-12) and could be endorsed for use in a junior high school which was organized as a separate administrative and instructional unit and included grades seven, eight and nine. It is now a proper license for teaching in grades seven through twelve when these grades or any combination of them are a part of secondary school organization.

Holders of this certificate may serve as a principal of a secondary school (high school, senior high school, junior high school) or as the superintendent of a district or county.

The certificate is valid for a term of five years and is renewable between January 1 and September 30 of the last year of the term.

STATE SPECIALIST CERTIFICATE

State Specialist Certificates were issued to persons who had completed at least two years of approved college work. They were valid in grades one to twelve, inclusive, and were endorsed for training in specified subject fields. These certificates were issued for periods of either three or five years. Renewals of these certificates must be requested while the certificate is still valid.

STATE ELEMENTARY LIFE CERTIFICATES

The certificate is valid for the same grades and purposes as the State Elementary Certificate. Non-use of the certificate for a period of five successive years automatically works the annulment of the certificate. (See section on Life Certificates.)

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STATE HIGH SCHOOL LIFE CERTIFICATES

This certificate is valid in the same areas and for the same purposes as is the State High School Certificate. It is subject to lapse for non-use, and when lapsed may not be reinstated. (See section on Life Certificates.)

LIFE CERTIFICATES

The same statute which authorized the State Board of Education to issue Life Certificates (State Elementary Life, State High School Life and Permanent First Grade) also provided:

> The non-use of any Life Certificate for a period of five consecutive years shall automatically work for the annulment of the certificate without such further professional training or examination as the State Board of Education shall by general rule prescribe.

The State Board of Education has ruled that non-use of a Life Certificate shall not automatically work the annulment of a certificate if the holder thereof presents evidence of professional growth during the five-year period of non-use by one of the following methods:

- Attendance for six weeks at a professional school for teachers receiving credits in at least two professional subjects;
- Secure credits in at least two professional subjects by correspondence with the University of Idaho;
- Courses taken must be approved by the Certification Officer in the State Department of Education.

NORMAL SCHOOL LIFE DIPLOMAS AND LIFE CERTIFICATE

The two normal schools at Albion and Lewiston, later the Southern and Northern Colleges of Education, issued Life Diplomas and Life Certificates under authority granted by the State Board of Education. Such diplomas and certificates, issued prior to September, 1933, enabled the recipients to serve as teachers during their lifetimes. Normal Life Certificates issued subsequent to 1933 are subject to annulment during any period of five successive years when the holder fails to teach. In most instances these certificates were valid in grades one to eight, inclusive, and evidenced special preparation for the primary, intermediate, or the junior high. A few of the earlier Life Diplomas, however, were valid only in the primary grades of one to four.

A Junior High Life Certificate entitled the holder to teach in the elementary school or in the junior high school (including grade nine) and to serve as a principal of an elementary school, a junior high school, or as a superintendent of a district or county.

CERTIFICATE TYPES ISSUED

The regular credential fee is $20.00. The credential is valid for five years, and may be renewed. The following certificate types may be listed on this credential.

Types of Certificate	Term	Validity
Standard or Advanced Elementary	5 years	1-8 inclusive and as endorsed
Standard or Advanced Secondary	5 years	7-12 inclusive and as endorsed
Administrator's	5 years	As endorsed
Pupil Personnel Services	5 years	K-12 inclusive as endorsed
The Standard or Advanced Exceptional Child	5 years	K-12 inclusive as endorsed
Limited	5 years	As endorsed

The following certificates types are not part of the regular credential. The certificate fee for each is as listed below.

		Fee
Consultant Specialist	1 year	$ 4.00
Interim Vocational Specialist	1 year	$ 4.00
Standard Vocational Specialist	3 years	$12.00
Advanced Vocational Specialist	5 years	$20.00
Interim Pupil Personnel Services	5 years	$20.00
The Interim Exceptional Child	3 years	$12.00

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PROVISIONAL ELEMENTARY CERTIFICATE

This certificate is valid for the same grades and purposes as the standard elementary certificate. It was issued during a period of emergency. The provisional elementary certificate was valid for a three-year period and may be renewed when the holder has completed not less than 18 semester (27 quarter) credit hours of college work leading to the satisfaction of the requirements for a standard elementary certificate.

LIMITED SCHOOL LIBRARIAN

This certificate authorized service as a school librarian only. Issuance of this certificate was discontinued September 1, 1967. It is valid for five years and may be renewed upon application between January 1 and September 30 of the year when validity terminates.

SCHOOL LIBRARIAN ENDORSEMENT

This endorsement was made on standard teaching certificates and authorized service as a school librarian. If the endorsement was issued prior to February 1, 1968, and the certificate has not lapsed, the endorsement may be continued on renewed certificates. If issued after February 1, 1968, the validity of the endorsement terminated as of September 1, 1973.

GENERAL INFORMATION

Information contained in this section is pertinent to all teachers and administrators, and relates to the responsibilities and services of each.

TEACHERS' RESPONSIBILITY

It is the responsibility of every teacher in the public schools to know the regulations governing the certification of teachers. Such a knowledge will preclude many of the problems and disappointments which frequently occur. Information on any phase of certification regulations and requirements can be obtained from the Certification Division, State Department of Education, Boise, Idaho 83720.

CONTRACTS INVALID

Idaho law requires that teachers be employed on contract. Any employment agreement between the school district and the teacher is conditioned upon the teacher having a valid Idaho Teachers Certificate for the courses being taught or services performed. No contract exists until this condition prevails.

TEACHERS MUST QUALIFY FOR CERTIFICATE

The State Board of Education has ruled that all teachers must qualify for a proper certificate at the time of entering upon a teaching assignment.

Certification is not to be provided for any school year to an applicant who did not qualify for a certificate at the time of starting the teaching assignment.

REGISTRATION OF CERTIFICATE

All teachers are required by law to register certificates with the district superintendent. Although this requirement may be considered as a chore, teachers should realize that a certificate registered for service is generally accepted as a record of teaching experience without further verification. Such a record is valuable in determining retirement and minimum salary status.

CHANGE OF NAME

Teachers, when writing about certificates or service records, should provide full information as to name or names under which certificates have been issued and list their Social Security number. This information will permit a prompt reply and will eliminate unnecessary correspondence.

NORMAL SCHOOL RECORDS

All students' records of the Lewiston Normal and Northern Idaho College of Education are retained at the Lewis-Clark State College. Transcripts of these records may be obtained by writing to the Registrar, Lewis-Clark State College, Lewiston, Idaho 83501.

The records of the Albion State Normal School and the Southern Idaho College of Education have been transferred to Idaho State University. Requests for copies of these records should be addressed to the Registrar, Idaho State University, Pocatello, Idaho 83201.

TEACHER PLACEMENT

Idaho residents should contact local Job Service offices. Out-of-state applicants contact Teacher Placement, Department of Employment, Box 35, Boise, Idaho 83735 for teaching vacancies.

PUBLIC EMPLOYEES RETIREMENT SYSTEM

It is very important that every teacher be informed concerning the provisions of the Retirement System. Any questions relating to retirement should be submitted to Public Employees Retirement System of Idaho, 820 Washington, Boise, Idaho 83720.

GUIDELINES FOR THE USE OF TEACHER AIDES:

1. The State Department of Education provides guidelines for the use of aides and encourages local school districts to write job descriptions within these guidelines for use at the local level.

2. Legal status of teacher aides should be defined and local school districts should write a set of policies and procedures to provide protection of these legal rights as well as responsibilities. (These should, no doubt, cover such items as: liability, health and accident coverage, compensation, and employment conditions.)
3. Teacher aides should have a pre-service training program. (This training could be provided by an institution of higher learning or by the local district.)
4. There should be an in-service training program for all aides in each building unit conducted by the building principal.
5. Teachers who have aides assigned to them should have an orientation with the aides. This orientation should be conducted by the building principal.
6. Some type of formal recognition for persons who complete the pre-service and in-service preparation should be given. Perhaps a simple certificate signed by an officer of the agency providing the training would be advisable.

CERTIFICATION STANDARDS FOR VOCATIONAL EDUCATORS

PREFACE

This part of the certification handbook is prepared to outline the qualifications necessary for individuals seeking employment in vocational programs.

Prior to employment all vocational personnel shall have verification of certification eligibility from the appropriate State Supervisor based on credential analysis.

Idaho teachers employed to teach reimbursable vocational classes/programs in secondary or postsecondary schools should hold:

(a) A secondary teaching credential with vocational **endorsement** in an appropriate vocational discipline;

OR

(b) A Vocational Specialist **Certificate** in the appropriate vocational discipline.

If an individual does not meet requirements for an Idaho certificate, a current teaching credential from another state may be endorsed for teaching in a vocational discipline for no more than five years at which time candidates shall meet Idaho standards for vocational endorsement in order to qualify for a vocational teaching credential.

Any employment agreement between a school district or vocational technical school is conditional upon the teacher having a valid Idaho vocational teachers credential for the courses being taught or services performed. No contract exists until this condition prevails.

Applicants for vocational certification should write directly to the State Board for Vocational Education, Len B. Jordan Office Building, Boise, Idaho 83720.

Appeals on vocational certification may be made by an individual to the Professional Standards Commission. The Professional Standards Commission will act as a hearing board under rules and regulations established by the Commission.

PART I

VOCATIONAL ENDORSEMENT

Approved Vocational Teacher Education

Institutions of higher education may be approved for vocational teacher training in one or more vocational disciplines provided instruction includes course work in each of the following:

- **Principles/foundations of vacational education**
- **Coordination of cooperative programs**

- Occupational and job analysis
- Vocational guidance/occupational and educational information
- Utilization of vocational advisory committees
- Organization and administration of vocational student groups
- Competencies for teaching disadvantaged and handicapped
- Teaching the adult learner
- Appropriate content to constitute a major in the identified vocational discipline (student teaching shall be in an approved program and shall be in the major vocational field).

Vocational approval of teacher training programs is granted upon recommendation of the Division of Vocational Education and officially approved by the State Board for Vocational Education.

Vocational Endorsement to Secondary Teaching Certificates

A vocational endorsement can be added to the Idaho Standard or Advanced Secondary teacher's certificate in the following four disciplines:

- Vocational Agriculture
- Vocational Business Education – Office Occupations
- Vocational Distributive Education
- Vocational Home Economics

A person who qualifies for the Standard or Advanced Secondary certificate (see pages 17-21) can become eligible for the vocational endorsement by one of the following methods:

1. Complete a degree program from an approved Idaho vocational teacher training institution;
2. Qualify under terms of the Interstate Certification Compact (see pages 11-13);
3. Be approved by submitting all pertinent credentials to the State Division of Vocational Education.

Secondary teachers employed in Health Occupations Education and Trades, Industrial and Technical Education shall hold Interim, Standard or Advanced Vocational Specialist Certification. (see pages 46-50).

Vocational teachers shall have approved work experience in their respective field of specialization, as determined by the State Division of Vocational Education.

Teachers employed to instruct and coordinate the MULTI-OCCUPATIONS programs or coordinate other cooperative programs shall have instruction in methods of coordinating cooperative programs. Teachers shall hold a vocational endorsement and shall have accumulated two years (4,000 clock hours) related work experience OR shall hold the Vocational Specialist certificate.

Interim Vocational Certification

Applicants requesting a vocational endorsement in one of the four disciplines listed above, but who have not completed the required vocational course work, may be granted an Interim Vocational Certificate. This certificate may be obtained by applying to the State Division of Vocational Education. Interim Vocational Certificates are valid for one year and may be renewed only twice provided the applicant

submits evidence of annual progress toward meeting the requirements for the vocational endorsement of their secondary teaching credential. Upon expiration of the third Interim Vocational Certificate, instructors shall meet the requirements for vocational endorsement in order to qualify for a vocational teaching credential.

Vocational Counselor Endorsement

The endorsement for a vocational couselor is issued to a candidate who meets all of the following requirements:

1. A current Pupil Personnel Services Certificate with a Standard or Advanced Counselor Endorsement;

   AND

2. A Master's Degree from an accredited college or university with a major in guidance and counseling;

   AND

3. Two years successful teaching experience evidenced by recommendation from an employing agency,

   OR

   Twenty-four cumulative months of gainful employment plus one year of supervised school counseling internship experience in K-14 under direct supervision of a fully certificated school counselor and a professor of counselor education, plus recommendation from the State Division of Vocational Education,

   OR

   Two years of successful counseling experience in a K-14 professional setting verified by the employing agency;

   AND

4. The applicant's preparation will have included an approved course in each of the following:

   Counseling techniques
   Occupational and educational information/vocational guidance
   Principles and practices of guidance services
   Principles/foundations of vocational education
   Standardized testing/analysis of the individual, or psychometric assessment
   Group counseling
   Supervised counseling practicum
   Theories of vocational choice

PART II
VOCATIONAL SPECIALIST CERTIFICATES

Vocational Specialist certificates are issued to:

1. Postsecondary teachers employed in approved vocational technical institution programs.
2. Secondary teachers employed in approved vocational programs in specialized occupational areas where specific degree granting vocational teacher education programs are not usual.

General Requirements for Vocational Specialist Certificates

The following requirements apply to all instructors applying for vocational specialist certification:

1. Meet provisions of Idaho Code (refer to page 7).
2. Verification of certification eligibility must be obtained prior to appointment as an instructor in an approved vocational program.
3. Verification of appointment is required from an area vocational school director or local school administrator prior to issuance of a certificate.
4. Full-time, successful, gainful employment in the occupation for which certification is requested.
5. When applicable, meet requirements established by occupationally related state regulatory agencies.

Types of Vocational Specialist Certificates

1. TYPE "A" VOCATIONAL SPECIALIST CERTIFICATE

TYPE "A" certificates are issued to instructors in full-time or part-time preparatory occupational and cooperative programs and permit instruction in the skills and related technical subjects named on the certificate. They may be Interim (1 yr.), Standard (3 yrs.), or Advanced (5 yrs.).

Type "A" Vocational Specialist Certificates may be issued for:

a. Eight years of full-time, successful, recent gainful employment in the occupation for which certification is requested. A **maximum** of two years credit toward the eight years may be allowed on a month-for-month basis for vocational training successfully completed as a full-time student in an approved/able postsecondary vocational-technical education program.

OR

b. A Bachelor's Degree in a specific occupation, plus three years of full-time, successful, recent, gainful employment in the occupation.

OR

c. Upon verification that applicants are not available who meet the above qualifications, applicants may then be certified who have:
   - a minimum of three years of full-time, successful, recent, gainful employment in the field for which certification is requested.

AND

- been verified as to occupational competency and recommended by a representative occupational advisory council/committee as recorded in its minutes. Such verification may be obtained by passing an authorized occupational competency test.

  For occupations where authorized occupational competency exams are not available, written recommendation from a representative occupational advisory council/committee as recorded in its minutes is required.

d. Individuals who have been required by law to successfully pass a state licensure examination may be exempted from further competency testing by forwarding appropriate credentials to the State Division of Vocational Education for review.

INTERIM Vocational Specialist Certificates:

Interim Vocational Specialist Certificates are valid for one year and are not renewable except under extenuating circumstances. Upon expiration of the Interim Vocational Specialist Certificate, instructors shall meet the requirements for the Standard Vocational Specialist Certificate.

During the validity of the Interim Vocational Specialist Certificate, instructors shall complete 90 clock hours of approved teacher education which shall include:

a. Pre-service: 60 clock hours teacher education to provide introduction only to vocational instruction and shall include an understanding of vocational philosophy, the need to do an analysis of the occupation from which curriculum is developed, effective instructional methods and ways to assess students' work.

AND

b. In-service: 30 clock hours of work identified by a personal needs assessment and formalized in a Personalized In-Service Training Plan. The Plan shall be developed in concurrence by the instructor, the employer and an approved vocational teacher educator. The teacher educator shall file the plan with the State Division of Vocational Education and shall verify completion of the work.

STANDARD Vocational Specialist Certificates:

Standard Vocational Specialist Certificates are valid for three years. Upon expiration, instructors shall meet the requirements for Advanced Vocational Specialist Certificate in order to qualify for a vocational teaching certificate. A one-year extension may be granted by the State Division of Vocational Education, one time only. Instructors shall:

a. Complete one year successful teaching in a trade and industrial, technical, or other occupational program,

AND

b. Have a recommendation from the school administrator,

AND

c. During the validity of the Standard Vocational Specialist Certificate, complete an approved course in each of the following:

Principles/foundations of vocational education
Occupational and job analysis
Curriculum development
Strategies/techniques of instruction

OR

When above courses have already been completed, instructors may qualify for the Advanced Vocational Specialist Certificate.

ADVANCED Vocational Specialist Certificates:

Advanced Vocational Specialist Certificates are valid for five years and are renewable. Instructors shall:

a. Have a recommendation from the school administrator,

AND

b. During the validity of each Advanced Vocational Specialist Certificate, complete 2 approved courses to be selected from:

Tests and measurements
Advanced methods of instruction
Vocational guidance/occupational and educational information
Audio-visual aids
Principles/foundations of vocational education
Coordination of cooperative programs
Shop or laboratory organization and management
Techniques of supervising people
Seminars/workshops in vocational education
Other courses applicable to the teaching assignment with prior approval from the State Division of Vocational Education,

AND

c. **Secure an additional 160 hours of employment in the specific occupational field or 30 cumulative hours of attendance at technical conferences, institutes or workshops as approved in advance by the local administrator and the State Division of Vocational Eduation.**

2. TYPE "A" COMBINED TRADE AND TECHNICAL AND PREVOCATIONAL INDUSTRIAL ARTS

Certificates are issued to instructors who are employed to instruct a combined program of Trade and Industrial and related Prevocational Industrial Arts education at the secondary level. Renewal requirements shall be the same as for the TYPE "A" Vocational Specialist Certificates, Standard and Advanced. An applicant employed to instruct shall have:

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a. An Industrial Arts secondary teaching credential,

AND

A recommendation from the school administrator,

AND

Three years successful related teaching experience and one year cumulative work experience (2,000 clock hours) in the occupation or closely related occupation,

AND

Successfully completed an approved occupational competency test for which certification is requested.

OR

b. A Type "A" Vocational Specialist Certificate in the area for which certification is requested,

AND

A recommendation from the school administrator,

AND

Three years successful related teaching experience.

3. TYPE "A" COORDINATORS OF POSTSECONDARY COOPERATIVE PROGRAMS

Certificates are issued to coordinators of Cooperative Programs. Renewal requirements shall be the same as for the Type "A" Vocational Specialist Certificates, Standard and Advanced. Applicants employed to coordinate Cooperative Programs shall have:

a. A recommendation from the school administrator,

AND

b. **Met the occupational experience requirements of the Type "A" Vocational Specialist Certificate,**

AND

c. Have completed or during the initial year of employment as a coordinator, complete an approved course in:

Coordination of Cooperative Programs

4. TYPE "B" VOCATIONAL SPECIALIST CERTIFICATES

Type "B" certificates are issued to instructors of subject matter related to vocational programs or specific sections of an occupational program and permit instruction only in the area identified on the certificate. Renewal requirements shall be the same for Type "A" Vocational Specialist Certificates. Applicants employed to instruct subject matter related to vocational programs shall have:

a. A recommendation from the school administrator,

AND

b. Three years full-time, successful, gainful employment related to the area for which certification is requested,

AND

c. Special training (professional and/or work experience) which provides the knowledge and skills necessary to supplement the regular vocational instructional program.

5. TYPE "C" VOCATIONAL SPECIALIST CERTIFICATES

Type "C" certificates are issued to part-time instructors who are employed in the occupation and are contracted beyond their regular work day to instruct a specific segment of a secondary vocational program. Certificates are issued only for individuals who are occupationally competent and for instruction in occupational programs which do not have specific degree granting teacher education programs. Instruction is authorized in the occupation or occupational related subject(s) indicated on the certificate. Applicants employed shall:

a. Meet the qualification requirements of the Type "A" Vocational Specialist Certificate,

AND

b. Be recommended by the local program occupational advisory committee as documented in its minutes.

Type "C" certificates are Interim only and valid for one year. They may be renewed annually upon:

a. Recommendation from the school administrator,

AND

b. Recommendation from the local program occupational advisory committee as documented in its minutes.

6. TYPE "D" VOCATIONAL COUNSELOR SPECIALIST

Vocational Counselor Specialist Certificates are issued to vocational counselors employed in postsecondary institutions.

INTERIM Vocational Counselor Specialist Certificates:

The Interim Vocational Counselor Specialist Certificate is valid for one year and only if the holder is serving under direct supervision of a fully certificated vocational counselor. Such authorization may be renewed twice, provided the applicant submits evidence of satisfactory service and progress toward meeting the standard vocational counselor requirements. Applicants for Interim Vocational Counselor Specialist Certificate shall have:

a. A Bachelor's Degree from an accredited institution,

AND

b. Three years of successful teaching or three years successful employment in public or private personnel or guidance work,

AND

c. One year of successful full-time employment in an occupation other than teaching or counseling,

AND

d. Successfully completed an approved course in each of the following:

Counseling techniques
Occupational and educational information/vocational guidance
Principles and practices of guidance services

STANDARD Vocational Counselor Specialist Certificates:

The Standard Vocational Counselor Specialist Certificate is valid for three years and is not renewable; upon expiration the vocational counselor must qualify for the Advanced Vocational Counselor Specialist Certificate. Applicants for Standard Vocational Counselor Specialists Certificate shall have:

a. A Bachelor's Degree from an accredited institution and evidence of admission in a master's degree program from an accredited institution for preparation for the Advanced Vocational Counselor Specialist Certificate,

AND

b. Three years of successful teaching or three years successful employment in private personnel or guidance work,

AND

c. One year of successful full-time work experience in an occupation other than teaching or counseling,

AND

d. Successfully completed an approved course in each of the following:

Counseling techniques
Occupational and educational information/vocational guidance
Principles and practices of guidance services
Principles/foundations of vocational education

Standardized testing/analysis of the individual or psychometric assessment

ADVANCED Vocational Counselor Specialist Certificates:

The Advanced Vocational Counselor Specialist Certificate is valid for five years and is renewable. Applicants for Advanced Vocational Counselor Specialist Certificate shall have:

a. A Master's Degree from an accredited college or university, including a major in guidance and counseling,

AND

b. Two years of successful teaching or two years successful employment in public or private personnel or guidance work,

AND

c. One year of successful full-time work experience in an occupation other than teaching or counseling,

AND

d. Successfully completed an approved course in each of the following:

Counseling techniques
Occupational and educational information/vocational guidance
Principles and practices of guidance services
Principles/foundations of vocational education
Standardized testing/analysis of the individual or psychometric assessment
Group counseling
Supervised counseling practicum
Theories of vocational choice

7. TYPE "E" VOCATIONAL SPECIAL NEEDS CERTIFICATES

Type "E" Vocational Special Needs Certificates are issued to support personnel in vocational programs for students with special needs. Certificates are Standard (3 yrs.) and Advanced (5 yrs.).

STANDARD Vocational Special Needs Certificates:

Standard Vocational Special Needs Certificates are valid for three years and are not renewable. Upon expiration of the Standard Vocational Special Needs Certificate, instructors shall meet the requirements for the Advanced Vocational Special Needs Certificate in order to qualify for a vocational teaching certificate. Applicants employed as support personnel shall:

a. Hold an Idaho:
   1) Secondary teaching certificate endorsed in Reading, English, Mathematics, one of the vocational program areas or other training background as appropriate to a specific teaching position,
   OR
   2) Elementary teaching certificate,
   OR
   3) Exceptional Child Certificate endorsed Generalist,
   AND
b. Be recommended by the school administrator,
   AND
c. Have appropriate work experience as determined by the State Division of Vocational Education.
d. During the validity of the Standard Vocational Special Needs Certificate, instructors shall complete approved course work in each of the following:

   Principles/foundations of vacational education

   Introduction to special needs

   Identification of vocational special needs students

   Methods of teaching vocational special needs students

   Communication skills for special needs teachers

Special Needs teachers holding a Vocational Specialist Certificate shall complete course work to meet both requirements identified by a personal needs assessment and formalized in Personalized In-Service Professional Development Plan. The Plan shall be developed in concurrence by the instructor, the employer, and an approved vocational teacher educator, signed by each, and shall provide reasonable time to complete requirements. The teacher educator shall file the plan with the State Office. Verification of completed work shall be provided by the teacher prior to recertification.

ADVANCED Vocational Special Needs Certificates:

Advanced Vocational Special Needs Certificates are valid for five years and are renewable. During the validity of each Advanced Vocational Special Needs Certificate, instructors shall complete two approved courses to be selected from:

Evaluation and grading of special needs students

Cooperative work placement

Audio-visual production

Vocational counseling

Advanced skills in vocational student assessment

Other courses applicable to the teaching assignment with prior approval from the State Division of Vocational Education.

GLOSSARY OF TERMS

Work Experience Definitions:

Cumulative — Successive additions of work (hours/months) in the occupation or closely related occupations (maximum of one year is allowable).

Full-time — To apply toward the required work experience, employment may be accumulated from work completed for the same or comparable position, of at least six (6) months duration, 40 hours per week. (12 months experience equals one year toward retirement.)

Gainful — Services rendered for a firm for which the remuneration would enable one to sustain a livelihood.

Recent — Work experience ending within the last five years.

Successful — Competency in the occupational area. Such competency verification may be requested in writing from previous employers and/or results of competency testing.

Other Definitions:

Approvable Program — Vocational programs which meet state guidelines but are not being reimbursed. (Generally in private or parochial schools.)

Approved Vocational Program — Vocational programs which have received State Board for Vocational Education Approval and have received State and/or Federal funds through reimbursement.

Cooperative Programs — Programs which combine classroom instruction with related work in the community for which the students are paid.

Occupational Competency Test — A test designed to measure technical or manipulative abilities in a given occupational area.

Specific Occupations — Restricted to a particular category such as: machinist, welder, secretary, food service worker, etc.

Approved Course — A course offered by an approved Idaho vocational teacher education institution; OR a course evaluated and approved as meeting Idaho standards by an approved Idaho teacher educator and the State Division of Vocational Education.